



**Transportation
Security
Administration**

**OFFICE OF FINANCE AND ADMINISTRATION
Property Management Division**

**TSA MANAGEMENT DIRECTIVE No. 200.59
HOME-TO-WORK TRANSPORTATION**

To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This directive supersedes TSA MD 200. 59 *Home-To-Work Transportation*, dated January 29, 2013.

SUMMARY OF CHANGES: Section 5, Responsibilities, added responsibility of employee to report monthly home-to-work usage.

1. **PURPOSE:** This directive provides TSA policy and procedures for the use of Government vehicles for home-to-work transportation.
2. **SCOPE:** This directive applies to all TSA organizational components.
3. **AUTHORITIES:**
 - A. 31 U.S.C. §1344, Passenger Carrier Use
 - B. 41 CFR § 102-5, Home-To-Work Transportation
 - C. [DHS Directive 112.05, Home-To-Work Transportation Controls](#)
 - D. [TSA MD 200.16, Taxable Transportation Fringe Benefits](#)
 - E. [TSA MD 200.53, Motor Vehicle Fleet Management](#)
4. **DEFINITIONS:**
 - A. Clear and Present Danger: Highly unusual circumstances that present a threat to the physical safety of the employee or his/her property when the danger is real, immediate (i.e. imminent), and not merely potential.
 - B. Compelling Operational Consideration: Those circumstances where home-to-work transportation is essential to the conduct of official business or would substantially increase TSA's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time. These circumstances are not limited to emergency or life threatening situations.
 - C. Emergency: Circumstances that exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential Government service must be provided, and there is no other way to transport those employees.

- D. Field Work: Official work performed by an employee whose job requires the employee's presence at various locations other than his/her regular place of work or official duty station. Examples include itinerant-type travel involving multiple stops within the accepted local commuting area, limited use beyond the local commuting area, or transportation to remote locations that are only accessible by Government owned/leased transportation. Field work typically involves travel for inspections or other official purposes to locations in the commuting area, but away from the official duty site.
- E. Government Vehicles: Any passenger motor vehicle, aircraft, boat, ship, or other similar means of transportation that is owned (including those that have come into the possession of the Government by forfeiture or donation), leased, or rented by the U.S. Government. It does not include vehicles rented by travelers while on temporary duty under travel orders.
- F. Home: The primary place where an employee resides and from which the employee commutes to his/her place of work.
- G. Home-to-Work Determination Plan: A written justification for requesting the authority to use a Government vehicle for home-to-work transportation in accordance with the requirements of DHS Directive 112.05.
- H. Home-to-Work Transportation: The use of a Government vehicle to transport an employee between his/her home and place of work.
- I. Work: Any location within the accepted commuting area, as determined by the agency for the locality involved, where an employee performs his/her official duties.

5. RESPONSIBILITIES:

- A. The Assistant Administrator for Finance and Administration/Chief Financial Officer is responsible for the overall management and oversight of home-to-work transportation within TSA.
- B. The Property Management Division (PMD) HQ Fleet Transportation Services is responsible for coordinating and staffing of the Home-to-Work Determination Plan, through the Office of the Assistant Secretary, to the Department of Homeland Security (DHS) for approval.
- C. The Deputy Administrator, Assistant Administrators, and equivalents are responsible for:
 - (1) Identifying employee positions that may qualify for home-to-work transportation and for submitting requests and renewals for home-to-work authority in accordance with Section 7, Procedures.
 - (2) Establishing effective management controls within their offices to ensure:
 - (a) Government vehicles are not used for home-to-work transportation except when approved in advance by the Secretary of DHS.

- (b) All approved use (s) of Government vehicles for home-to-work transportation is in strict compliance with the law, applicable regulations (including this directive), and an approved Home-to-Work Determination Plan approved by the Secretary of the DHS.
- (3) Ensuring the cost effectiveness of their home-to-work programs through semi-annual review of home-to-work transportation costs.
- D. Supervisors are responsible for ensuring their subordinates' use of Government vehicles for home-to-work transportation is in strict compliance with the law, applicable regulations (including this directive), and a Home-to-Work Determination Plan approved by the Secretary of DHS.
- E. Vehicle Custodians are responsible for collecting [*TSA Form 209, Motor Vehicle Utilization Record*](#) from all vehicles for which they are responsible and, by the 5th day of each month, compiling and forwarding to PMD an accounting of home-to-work travel as required by the Fleet and Transportation Services Branch.
- F. Employees authorized for home-to-work transportation are responsible for:
 - (1) Utilizing Government vehicles for authorized home-to-work transportation only, in strict compliance with the law, applicable regulations, and a Home-to-Work Determination Plan approved by the Secretary of DHS.
 - (2) In accordance with TSA MD 200.53, annotating TSA Form 209, on a daily basis clearly detailing for audit purposes each use of a Government vehicle for home-to-work transportation.
 - (3) Reporting monthly home-to-work usage to the [PMD SharePoint](#) page.

6. POLICY:

- A. Penalty: Federal law requires a minimum one-month suspension without pay for employees who willfully misuse a Government vehicle for home-to-work transportation purposes without proper authority or approval. Such misuse may also result in removal. This penalty also applies to individuals who willfully authorize such use of a Government vehicle.
- B. General: TSA employees shall not use Government vehicles to travel from home-to-work unless expressly authorized by the Secretary of DHS. Home-to-work transportation is only permitted when such use will substantially increase the efficiency and economy of the Government.
- C. Distance Restriction: The distance between the employee's actual residence and their official duty station shall not exceed fifty (50) miles when authorized for home-to-work transportation.
- D. Approval: Home-to-work transportation is coordinated in conjunction with TSA HQ program offices and approved by the Secretary of the DHS. This approval authority cannot be delegated.

- E. Justification: The comfort or convenience of an employee is not sufficient justification to authorize home-to-work transportation. Requests for home-to-work transportation authority shall be based on the following conditions:
- (1) When required for field work.
 - (2) When essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties.
 - (3) When the Secretary of DHS makes a determination that compelling operational conditions exist and present a clear and present danger (such that the use of a Government vehicle would provide protection not otherwise available), that an emergency exists, or that other compelling operational considerations make such transportation essential to the conduct of official business.
- F. Field Work: Home-to-work use of a Government vehicle is not authorized:
- (1) Outside the local commuting area.
 - (2) If the field work location is in the general direction of the employee's official duty location where a Government vehicle is available.
 - (3) When an employee assigned to field work is not actually performing field work.
 - (4) When the employee's workday begins at his/her official duty station.
 - (5) When the employee normally commutes to a fixed location, however far removed from his/her official duty station.
- G. Prohibition Against Unofficial Use: Government vehicles shall only be used for official and authorized purposes. Unauthorized use of a Government vehicle may result in disciplinary action up to and including employee removal.
- H. Passengers: An employee may share space with other Federal employees (only) who are on official Government business (during home-to-work transportation); no other passengers are permitted. Violation of this provision may result in disciplinary action up to and including employee removal.
- NOTE:** This restriction does not apply when home-to-work transportation is authorized by the Secretary of DHS due to compelling operational conditions that present a clear and present danger, an emergency, or other compelling operational considerations.
- I. Taxes: Employees who use Government vehicles for field work may be subject to fringe benefit tax withholdings as detailed in [TSA MD 200.16, Taxable Transportation Fringe Benefits](#).
- J. Renewal: Secretary of DHS approved Home-to-Work Determination Plans for field work must be re-authorized every two (2) years or at a time directed by DHS.

7. **PROCEDURES:** Reference PMD's [Fleet and Transportation Services](#) iShare page to access the Home-to-Work Transportation Procedures.
8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

September 19, 2015

Pat A. Rose, Jr.
Assistant Administrator for Finance and
Administration/Chief Financial Officer

Date

EFFECTIVE

Date

Distribution: Assistant Administrators and equivalents, Federal Security Directors, and
Division Directors.

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